

# City of Burien, Washington



15811 Ambaum Blvd SW, Suite C  
Burien, WA 98166

Phone (206) 241-4647  
Fax (206) 248-5539

## Employment Application

The City of Burien is an Equal Opportunity Employer

POSITION APPLIED FOR	
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Thank you for your interest in the City of Burien as an employer. Only final candidates for posted openings will be contacted personally by the City.

GENERAL INFORMATION		
Name (last, first, middle initial)		Social Security No. (Optional)
Street Address		City, State, Zip
Home Phone No.	Work Phone No.	Message Phone No.
Can you prove that you are authorized to work in the United States? Proof of Authorization will be required upon hire. <input type="checkbox"/> Yes <input type="checkbox"/> No		
Do you have any relatives currently employed by the City of Burien? If yes, name: _____		<input type="checkbox"/> Yes <input type="checkbox"/> No Relationship: _____
TRAINING AND EDUCATION		
CIRCLE HIGHEST GRADE COMPLETED:                      8                      9                      10                      11                      12                      GED		
Colleges/other training	Major/subject	Degree/certificates
ADDITIONAL SKILLS Describe skills relevant to the job for which you are applying.		
SKILL	TYPE OF EXPERIENCE	LEVEL OF EXPERTISE
Office equipment, computers, software (typing speed, programs, etc.)		
Technical skills		
Professional licenses		
Heavy equipment, machinery		
Other		
Can you perform the essential functions of the job with or without reasonable accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No		
BACKGROUND INFORMATION      Each case is considered separately based on job duties and performance areas.		
Do you have a valid Washington State Driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No                      Other State _____		
If position applied for involves driving, have you been convicted, pleaded to no contention or paid a fine for any traffic violations in the past three (3) years? <input type="checkbox"/> Yes <input type="checkbox"/> No                      If yes please explain: _____		
Have you been convicted of a felony or served time in prison within the last ten (10) years? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain: (Conviction will not necessarily bar you from employment.) _____		
How/where did you hear about the position for which you are applying? (Check one)		
<div><div><input type="checkbox"/> Friend or relative</div><div><input type="checkbox"/> Newspaper ad</div><div>Which? _____</div><div><input type="checkbox"/> Other. Please specify _____</div></div> <div><div><input type="checkbox"/> City employee</div><div><input type="checkbox"/> City website</div></div> <div><div><input type="checkbox"/> AWC JobNet</div><div><input type="checkbox"/> City job hotline</div></div>		

EMPLOYMENT HISTORY				
Beginning with your present or most recent employment, list your work experience for at least the last ten years, including periods of self-employment & U.S. Military Service. Attach separate sheets if necessary. <u>Resumes may be attached but will not be accepted as a substitute for completing this section.</u>				
Employer		Employed from:		To:
Address:		Supervisor		
Phone	Hours worked/week		Starting salary	
Position			Last salary	
Primary duties				
Number of employees supervised by you		May we contact this employer		Supervisor's phone
Reason for leaving				
Employer		Employed from:		To:
Address:		Supervisor		
Phone	Hours worked/week		Starting salary	
Position			Last salary	
Primary duties				
Number of employees supervised by you		May we contact this employer		Supervisor's phone
Reason for leaving				
Employer		Employed from:		To:
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Primary duties				
Number of employees supervised by you		May we contact this employer		Supervisor's phone
Reason for leaving				
PROFESSIONAL REFERENCES		Please list below any people in addition to supervisors listed above who can responsibly evaluate your work performance.		
Name	Place of employment/title		Phone	

It is understood and agreed that the foregoing is true to the best of my knowledge, and that my falsification of this application will be grounds for elimination from further consideration or, if employed by the City of Burien, for dismissal. I authorize the City of Burien to solicit information regarding my character, general reputation, criminal record, credit, previous employment, and similar background information, and to contact any and all references I have given on my application. I release all parties and persons connected with any such request for information from all claims, liabilities, and damages that may arise out of the furnishing of such information. If employed, I release the City of Burien from any liability for future references it may provide regarding my work history at the firm.

I understand that employment with the Employer is “at-will”, which means that either the City or I can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis. I understand that no supervisor, manager or executive of the Employer, other than the City Manager, has any authority to alter the foregoing.

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_